

OGC file

Memorandum for: Deputy Director (Administration)

Subject: Fifteenth Semiannual Report of the Atomic Energy Commission

1. I am quoting herewith a few paragraphs from the Fifteenth Semiannual Report of the Atomic Energy Commission, which may be of interest to you in indicating the thinking in other government agencies.

Job Evaluation System

A job evaluation system, adapted from selected private industry plans, was put into effect. The system was developed for supervisors who do not have extensive training and experience in job evaluation. It takes account of the responsibility of the supervisor for personnel administration and establishes a balance between salaries paid and the value of services performed.

Issuance System

A new system for issuing administrative documents has been developed and is being established. It combines into one easily revised manual all statements of policy, procedure, and program responsibilities formerly issued in varying forms. Important features of the system are a detailed subject index which will be kept up to date, and the flexibility of the manual which makes it possible to detach portions so that special purpose manuals may be assembled. The manual will also include subject matter which is not of the nature of directives, such as explanatory and administrative materials. With this broad scope the manual will be a complete reference document on all AEC policies and procedures.

Junior Management Development Program

Participants in the junior management development program adopted in June 1953 were given rotating work assignments in Washington and in the field following completion in July of a general orientation. The program is designed as a means of recruiting and training promising young persons for responsible positions. Nine trainees are taking part.

2. It is also noted that the AEC maintains an Advisory Committee on Personnel Management from government, industry, and education to provide a continuous review of its personnel management practices and to evaluate the best personnel methods of government and industry in determining over-all AEC policies. The committee usually meets quarterly.

3. In addition, the AEC maintains a three man personnel security review board to review specific personnel security cases which arise under the

Commission's administrative review procedure and to make recommendations concerning them to the General Manager. The board, in its monthly meetings, also advises the Commission on the broader considerations regarding personnel security, such as criteria for determining eligibility for security clearances and personnel security procedures. This board consists of two prominent members of the District Bar and the Associate Director of the National Science Foundation.

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